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Olfa Zitouni

Consultant and Trainer

Summary of competences: Negotiation, Analysis, reporting, coaching, management, consulting and trainer

Professionally Experience

April 2015 until today Consultant on project management (detergent)

July 2013- march 2015 (1year 6months) Slama Group CSM GIAS, Gias Industry, Gias distribution and Gias Negoce

Purchasing Director CSM Gias

Main achievement

- Purchasing department creation
- Coaching team
- Resourcing sustainable supplier
- Secure supply

Main tasks

- In charge of transit team
- In charge of procurement
- Purchasing strategies preparation
- Sourcing strategies
- Currency survey
- Negotiations with suppliers for best values
- Procedures preparation
- Cost savings
- Coaching and team management Dealing the cost savings achievement
- System requirement: Adonix, sage

July 2006- Jun 2013 (7 years) Henkel Tunisia

Regional purchasing manager (Middle East and Africa)

Local Responsibilities:

- 2012 – 2013 Key account manager for Cosmetic & packaging manager for Adhesives, Cosmetics and detergents
- 2011 – 2012 Maghreb packaging manager
- 2009 – 2011 Packaging manager UW
- 2006 – 2009 Packaging manager UK

Regional responsibilities

- 2010 – 2012 MEA Regional In charge of Labels
- 2009 – 2010 MEA Regional In charge of printed paper
- 2007 – 2009 MEA Regional In charge of for tubes.

Main achievement

- Implementation of the first E-auction in MEA Region
- creation of new event "innovation supplier day"
- Implementation of musterbach harmonization in MEA region

Main tasks

- Sourcing, Price and conditions negotiation
- Purchasing strategy
- Identification and implementations of saving projects.

- Global Reporting.
- Preparation of contracts
- Supplier evaluations: quality, service, complain.
- Following the international index and price development.
- Master data SAP manger
- System requirement : MS Office (Word, Excel, Power Point), SAP, MFGPRO

2003- 2006 (3 years) Promosciences

Sales Responsible

Main achievement

- creation of bidding service

Main tasks

- Buyer of laboratory material and chemical product
- Replay to the request of quotations

2000- 2003 (3 years) Veritas

Responsable of chemical Laboratory.

Main achievement

- Quality manual
- Laboratory Accreditation ISO 9001
- reporting system creation
- implementing and creation Procedure

Main tasks

- qualité assurance of
- Maintenance Responsable of laboratory equipment.
- Chemical Analysis

March-Jun 2000 La société Tunisienne de l'industrie Laitière (STIL)

Internship study

August 1999 Pharmaceutics industry Iben Al Baytar

Worker training

August 1998 Institut Pasteur

Worker training

Training

- Neuro linguistic program (NLP)
- Training of trainers (TOT)
- Speaker
- Communication
- Negotiation skills par Gap partnership Dubai
- English training
- Assurance quality delivered by le TECNOLAB ET METTLER TOLEDO.
- Chemical Analysis delivered by le TECNOLAB ET METTLER TOLEDO.
- Quality assurance (EN45001 – ISO17025) delivered by EUROFOOD CONSULT.

University courses

1997-2000	I.N.S.A.T Bio industry Bachelor degree
1997	BAC Sciences